



# Frederick County Board of Elections

340A Montevue Lane, Frederick, Maryland 21702  
FrederickCountyMD.gov/elections

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## MINUTES of the December 11, 2019 Monthly Meeting of The Frederick County Board of Elections

The meeting was called to order at 1:10 PM, in Room 119 of the Frederick County Board of Elections Office, located at 340A Montevue Lane, by the Board President, Mrs. Mary Lou Green.

### PRESENT

Mary Lou Green, President

Shirley McDonald, Vice President

Lawrence C. Hill, Secretary

Mary Costello, Board Member

William L. Woodcock, Board Member

Daniel B. Loftus, Board Attorney

Stuart Harvey, Election Director

Noreen L. Schultz, Election Deputy Director

Christine Winer, Election Supervisor

Marc R. Welch, Election Administrative Assistant

MC Keegan-Ayer, County Council President

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### INTRODUCTION OF NEW EMPLOYEES:

Mr. Harvey introduced new Elections IT Specialist, Mitchell White. Mr. White replaces Zach Howe, who has transitioned to an IT position at SBE.

(Mr. White exited @1:14 PM.)

### ADDITIONS/CHANGES:

Mr. Harvey added several items to new business. (Frederick County Conservative Club, health department parking lot construction)

### COUNCIL:

Mrs. Keegan-Ayer updated the Board on Council activities. She discussed some topics covered at the recent Maryland Association of Counties Winter Conference. The Council has narrowed their field of candidates for the vacant Board of Education seat to six. Interviews will be recorded and posted on the County website. She explained how the nomination process will proceed. Mr. Harvey informed Mrs. Keegan-Ayer and the Board about the upcoming 1% COLA to be effective on January 1, 2020.

(Mrs. McDonald arrived @ 1:17 PM.)

### MINUTES:

The Board reviewed the minutes for the November 6, 2019 meeting. Mr. Woodcock made a motion to approve the minutes. Mrs. McDonald seconded the motion, and it passed unanimously.

## **ELECTION DIRECTOR'S REPORT**

Mr. Harvey provided the Board with a copy of the written report to be submitted to the State Administrator. The written report is included with the minutes. Mr. Harvey briefed the Board on the contents of the report. The Board discussed the report.

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## **OLD BUSINESS:**

### **A) FY20 BUDGET**

Mr. Harvey provided an update on the current budget status. Expenditures for the 2020 elections have begun. The Board discussed the budget report.

### **B) 2020 ELECTION CALENDAR**

Mr. Harvey updated the Municipal Election Schedule to reflect upcoming 2020 elections. The Board discussed the various municipalities' elections.

### **C) TEMPORARY HELP**

The temporary election clerk positions closed on December 9, 2019. Mr. Harvey is waiting for the eligible list from County HR.

### **D) RECLASSIFICATIONS**

Mr. Harvey updated the Board on the status of the staff reclassification. The approval is on the SBE meeting agenda on December 12, 2019. The reclassification will impact the 20 state-staffed LBEs. Mr. Harvey will provide the County budget office with the final status.

## **NEW BUSINESS:**

### **A) HIGH SCHOOL VISITS**

Staff has been visiting high schools to conduct voter outreach and election judge recruitment. Mr. Harvey provided an update on the status of the efforts. The Board discussed the program.

### **B) CHARTER REVIEW COMMISSION**

Mr. Harvey and Mrs. Keegan-Ayer updated the Board on the Charter Review process. The Board discussed how the Charter Review Commission will complete their work.

### **C) MACo CONFERENCE**

Mr. Harvey and Mrs. Keegan-Ayer provided an overview of the recent Maryland Association of Counties Winter Conference. The Board discussed sessions attended by Mr. Harvey, and other elections personnel.

### **D) BATTLESTAFF BOOTCAMP**

Mr. Harvey and Mr. Welch will attend the Belfer Center "Battlestaff Bootcamp" event in Springfield, VA on December 16, 2019. Mr. Welch gave an overview of the day-long conference. The Board discussed the conference, as well as the recent statewide tabletop exercises.

**E) FREDERICK COUNTY CONSERVATIVE CLUB**

Mr. Harvey attended the FCCC meeting on December 9 to answer questions about local ballot questions, and the petition process to get charter questions added to the ballot. He explained the timeline requirements regarding petition verification.

**F) PARKING LOT CONSTRUCTION**

Mr. Harvey explained the current parking lot construction. This is related to the new parking lot configuration on the County health department campus.

**G) OTHER**

The Board discussed suggestions regarding polling place activities which were provided by Barb Christie, chief judge from Orchard Grove Elementary School. Mr. Harvey said staff has implemented many of the suggestions but will review the suggestions again to see if anything else needs to be done.

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**SCHEDULE OF NEXT MEETING**

The Board scheduled its next meeting for Wednesday, January 8, 2020, at 12:30 PM in Room 119 of the Frederick County Board of Elections Office, located at 340A Montevue Lane.

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**EXECUTIVE SESSION**

At 2:10 PM, Mr. Loftus requested the Board adjourn the public meeting and proceed to Executive Session. This action is in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Section 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Mr. Hill made a motion to adjourn the public meeting and proceed to executive session. Mr. Woodcock seconded the motion, and it passed unanimously.

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**ADJOURNMENT**

Mrs. McDonald made a motion to adjourn the meeting. Mr. Woodcock seconded, and the motion passed unanimously.

Meeting adjourned at 2:45 PM.

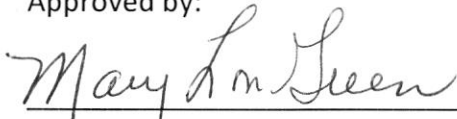
Respectfully submitted,



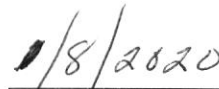
Marc R. Welch

Election Administrative Assistant

Approved by:



Mary Lou Green, Board President



Date